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DDA SUBJECT FILE COPY

DDA 87-1665
14 August 1987

MEMORANDUM FOR THE RECORD

SUBJECT: CEAF Board Meeting, 10 July 1987

1. The Central Employees Activities Fund (CEAF) Board met on 10 July 1987. All members of the Board were present, as were OF Advisor, [redacted] and OGC Advisor, [redacted]

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2. The following items were reviewed/discussed at the meeting:

- a. Minutes of Last Meeting - Reviewed and approved.
- b. Old Business - A review of outstanding items from the minutes of the last meeting was made. The following items are keyed to those minutes:

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- o Updated Declaration of Trust - [redacted] are to discuss if we actually need to update the trust and, if an update is necessary, recommend how best to do it. Their decision/recommendations should be addressed at the next CEAF Board meeting.
- o OP Educational Aid Fund - Jim requested OP to name one of the two \$2,000 grants the William J. Casey Memorial Award. OP agreed to do so.
- o OP PSAS - We are still waiting for OP's proposal. We will not call them again.
- o CEAF Legal Status - Greg provided the results of his research of file records for CEAF's formation and legal status. (Attachment A)

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[redacted]

- o Pre-July 4th Celebration - Event was a success. CEAF paid singer Wintley Phipps \$800 via Director, EEO. (Attachment C)

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[redacted]

[redacted]

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SUBJECT: CEAF Board Meeting, 10 July 1987

- CEAF Procedures and Responsibilities - Copies of Rod's proposal were handed out and discussed. It was agreed that the CEAF did not want to make loans but would make grants or gifts instead. (Attachment D)
- Received letter of appreciation from D/OTE for paying for the 100th Mid-Career Course Reunion. OTE only needed \$600 of the approved \$1,600; the remaining \$1,000 was refunded. (Attachment E)

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c. New Requests:

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- Greg reported that the current operating structure of the CEAF is awkward and that recent changes in CIA authorities may provide a simpler structure for operating. Greg was requested to research the alternatives and recommend a course of action at the next CEAF Board meeting.

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3. The next meeting of the Board is scheduled for 27 August 1987 from 1030-1130 in office, 7D24 Headquarters. Please bring your copy of the minutes with you.

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Secretary to EXA/DDA

APPROVED:

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 EXA/DDA (Chairman)

8/19/87

 Date

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29 June 1987

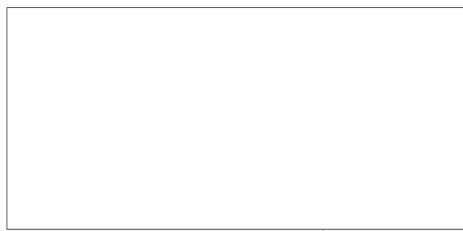
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Attached is a very rough and preliminary draft for discussion purposes on CEAF procedures. While some of it is factual, portions are assumptions and best guesses. There are several other things that need to be addressed in a document such as this. I will bring these issues up at the 10 July meeting.

Any input and thoughts on the subject would be gratly appreciated.

STAT



OF Advisor/CEAF

ATTACHMENT
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CEAF PROCEDURES AND RESPONSIBILITIES

Requests for disbursements from CEAF funds will be forwarded to the Chairperson of the CEAF Board for approval by the Board. The Board has exclusive responsibility on behalf of all Agency employees for approving uses of the fund for the general benefit and morale of Agency employees at headquarters and in the field. Each request for use of the CEAF will be considered by the Board and approved or disapproved on merit. The Board will determine the type and amount of assistance to be rendered (grant or loan) and the terms of the loans, including period of the loan, repayment plan, and the amount of interest, if any, to be charged. Requests for disbursement of funds may be for advances for subsequent payment of authorized purposes or requests for reimbursements already expended for an approved purpose. Requests for reimbursement must be accompanied by appropriate receipts for the expense in question.

Approved requests, evidenced by the signature of the Chairperson, will be forwarded to the Employees Activity Association (EAA) accountant in room GE44 headquarters. The EAA accountant will prepare a CEAF check drawn on a Northwest Federal Credit Union share-draft account for the approved amount of the disbursement. If the request is for an advance, the EAA accountant, when possible, will prepare a check for less than the amount of the advance to preclude the necessity of making refunds and the additional administrative processes involved. The prepared checks will be forwarded for signature to the Chief, or Deputy Chief, Personal Services Branch, of the Office of Personnel. Either officer is authorized to sign the CEAF checks. In addition to the check signing authority, the Chief and Deputy Chief of the Personal Services Branch are authorized access to the other CEAF savings in NWFCU accounts.

The signed checks will be returned to the EAA accountant for forwarding to authorized recipients. Appropriate documentation of all transactions will be maintained by the EAA accountant. Transactions involving advances of funds will be established as a suspense item on EAA records. Such suspenses will be cleared upon satisfactory accounting for the advance by the recipient of the funds in question. Copies of all documentation (including copies of the CEAF checks) supporting completed transactions will be forwarded to the Chief, Accounts Division, Office of Finance in room 512 Key Building with a notation that the funds have been disbursed.

Documentation of completed transactions received from FAA will be used by Accounts Division to support entries made into the Agency's general ledger accounts to record the CEAF activity. The normal recording entries are a debit to G.L. 3165 (Miscellaneous Assets and Personal Effects Held in Trust) and a credit to GL 1913 (Liability for Cash, Miscellaneous Assets and Personal Effects Held in Trust). Annually, and on a calendar year basis, Accounts Division will prepare a Statement of Financial Condition and Statement of Income and Expenses for CEAF. The figures and documentation used for these statements are the total activity for any calendar year as reflected by the FAA documentation maintained for the CEAF disbursements plus the interest earned on the CEAF funds during any calendar year. Accounts Division will perform a review of the activity recorded in G.L.1913 during the year to ensure that all entries are valid. Activity numbers are used by Accounts Division to record interest earned against particular CEAF investments; i.e., savings account, draft share account, certificates of deposit, etc. If the number of individual investments is expanded, new activity numbers will be assigned by Data Base Management Branch, Accounts Division. The annual reports prepared by Accounts Division will be forwarded to the Chairperson of the Board through the Financial Representative usually at the end of January or in February of any given year.

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OTE 87-5210

11 JUL 1987

MEMORANDUM FOR: Executive Assistant to DDA

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FROM:

[Redacted Name]

Director of Training and Education

SUBJECT: Use of Central Employee Activity Fund

Jim

Thank you for your help in obtaining funds from the Central Employee Activity Fund for the celebration of the 100th running of the Midcareer Course. We only needed \$600.00 of the money and have refunded the remaining \$1,000.

We particularly appreciate your sound advice and ability to move our request through the bureaucracy so quickly. All my staff who worked with you were very complimentary of your support. Thanks again.

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[Redacted Signature]

cc: DDA

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[Redacted Signature]

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